



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.38-DOE

Subject: Youth Supervision

Supersedes: DYD 9.20

Approved by:

Effective date: 07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

2-9173, 2-9174
2-9179, 2-9182
2-9187, 2-9213
2-9266, 2-9275

- I. APPLICATION: To all Youth Development Center staff and youths.
- II. POLICY: All facility staff who have youth in their charge shall be responsible for maintaining safe, clean, secure, and orderly environments for the youths in their supervision. Employees shall leave youth in their supervision only when properly relieved or in emergency situations.
- III. PROCEDURES:
 - A. Youth supervision is the most important function the facility staff performs. The best method to supervise youths is to develop a professional interpersonal relationship with every youth supervised. This is done by having a good attitude, taking the time to know each youth, being consistent and treating youths fairly and impartially.
 - B. All employees shall be concerned with safety, cleanliness, security, and order, which shall be accomplished in the following manner:
 1. Continually move around your assigned area/program observing youth behavior;
 2. Take immediate corrective action against youths which is necessary and reasonable to maintain security, e.g., oral warnings, disciplinary reports, youth behavioral incident reports;
 3. Know where youths in your charge are at all times and take frequent counts to ensure that all youths are present;

4. Make youths aware of what type behavior is expected of them and enforce those expectations;
5. Settle conflicts between youths immediately to prevent serious disruptions of normal activity;
6. Establish and enforce limitations on noise levels of television, radios, tape players, etc.;
7. Prevent any attempts to block visual contact of youths such as doors left open, windows covered, etc.;
8. Continually check for and report breaches of security e.g., open screens, faulty locks, etc.;
9. In order to reduce youth idle time, plan and implement youth-related activities during periods not scheduled by post orders and/or institutional programs;
10. Upon assuming a post or during the shift, inspect for and document in an appropriate log any physical damage to State property. Youths responsible for purposely damaging property shall be subject to disciplinary action;
11. Youths shall be properly supervised at meal times by staff to ensure that food is not wasted or transferred between youths and youths have ample time to eat their meals.

C. Living Unit Supervision

1. The Children's Services Officer shall remain on his/her post until he/she has been properly relieved. However, a Children's Services Officer may leave his/her assigned post to respond to a situation that has become life threatening for another employee or youth.
2. The Children's Services Officer shall maintain a working knowledge of post orders that govern that particular post assignment.
3. The Children's Services Officer shall supervise youth who are in the restroom and/or shower.
4. The Children's Services Officer shall train youth in good habits and practices regarding health and cleanliness and instruct them as to efficient cleaning methods.
5. The Children's Services Officer shall identify any youth having unusual problems or special needs and report this problem or need to a member of the youth's program staffing team for special treatment interventions.
6. A post log shall be maintained for each living unit and shall include all routine security checks, youth counts, and youth movement. The post log shall include non-routine occurrences, such as disturbances, fights, and the like,

and should include treatment notations to aid in the development or maintenance of the Individual Program Plan (IPP) for each youth.

- a) Each Superintendent or designee shall be responsible for developing post orders detailing the specific supervision needed with respect to the layout of the facility and the type of youths served. Allowances should be made for sufficient supervision during special events and emergencies. Post orders should be reviewed on at least an annual basis and updated if necessary.
- b) The shift supervisor shall develop a system of regular weekly inspections at each security post where youths are housed or there is youth activity occurring to ensure that the Children's services officers are performing the duties of that post. The shift supervisor shall document the checks in each post log.

IV. FORM: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**